WORKERS COMPENSATION

Pursuant to state law, an employee of the Columbia School District who is injured, killed ~~or who is~~ or exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law.

Reporting

An employee must report all injuries immediately to his or her immediate supervisor and complete an Employee Injury/Incident Report and fax or scan to the district's Occupational Health Nurse. ~~The employee must contact Business Services immediately to complete the district's incident report form.~~ If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident ~~form~~report, the employee's supervisor will contact ~~Business Services~~the Occupational Health Nurse to advise the district of the injury. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

~~Business Services~~The Occupational Health Nurse will promptly forward a copy of the report to the district's ~~workers' compensation insurance carrier or~~ third party administrator and will be responsible for keeping the carrier informed of the employee's status.

Use of Leave

~~The district does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits.~~ Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days. After the three day waiting period employees will receive workers' compensation wage benefit in accordance with state statute. Employees may use accumulated leave to supplement the workers' compensation wage benefit in order to reach their regular daily rate of pay, for up to four weeks. Allowable absences under workers' compensation are only those directed by the workers' compensation physician or the Occupational Health Nurse.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority and will continue to accrue leave. ~~or any accumulated paid leave due to the absence.~~

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation if scheduled during regular work time. If paid leave has been

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exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave if eligible under FMLA.

Medical Providers

The district shall designate medical providers to be used in the administration of workers' compensation claims and treatment. If the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services. Employees are notified of the designated medical provider annually.

Loss of Benefits

An injury caused by the failure of employees to use safety devices provided by the district or obey rules adopted by the district for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law.

Violation of the district's Drug-Free Workplace policy or any other district policy, procedure or rule relating to the use of alcohol or non-prescribed controlled substances will result in a reduction or forfeiture of benefits payable under this policy and pursuant to law if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled substances.

The Board authorizes post-injury testing for non-prescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test is considered a positive test and will result in the loss of workers' compensation benefits and disciplinary action up to and including termination of employment.

An employee is disqualified from receiving temporary total disability workers' compensation benefits during any period of time in which the employee receives unemployment benefits.

Temporary, partial or total disability workers' compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 05/08/2006
Modified: 09/09/2013

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Cross Refs: EBBA, Illness and Injury Response and Prevention
EEA, Student Transportation Services

Legal Refs: Chapter 287, RSMo.

Columbia School District No. 93, Columbia, Missouri

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